



**United States Court
of International Trade**
Office of the Clerk
One Federal Plaza
New York, NY 10278-0001

N O T I C E

ELECTRONIC CASE FILES (ECF) TRAINING IN WASHINGTON, DC SCHEDULE OF CLASSES FOR JANUARY - APRIL 2005

The U.S. Court of International Trade has scheduled training classes in Washington, DC, on the Electronic Case Files (ECF) portion of the Case Management/Electronic Case Files (CM/ECF) System. The classes, which are scheduled for the months of January through April 2005, will instruct participants on the Electronic Filing (E-Filing) process and procedures. A list of the class dates and times is attached. All classes will be held at the Administrative Office of the U.S. Courts, The Thurgood Marshall Federal Judiciary Building, One Columbus Circle, NE, Washington, DC.

Attorneys, who practice before the Court, and their support staff are encouraged to register for one of the classes. Please note: Starting January 1, 2005, E-Filing will be mandatory in all pending cases unless a judge orders otherwise.

If you are interested in attending the training on E-Filing, please complete the form *Electronic Case Files (ECF) Training Class Registration Request* and either e-mail the request form to cmecf_training@cit.uscourts.gov or fax it to (212) 264-0441 to the attention of Eileen Caufield. Registration forms are due five business days before a scheduled class. You will receive confirmation of your attendance, along with any special instructions, after your registration is accepted for one of the classes. As the number of computers in each class is limited, we must ensure that we do not overbook the classes. Also, for security reasons, the Clerk's Office must provide the host site with an advance list of the participants attending each class. Therefore, please do not attend a class unless you have received notification from the Clerk's Office confirming your registration for the class. Non-registered participants will not be permitted entry to the federal building.

Participants attending the Electronic Case Files (ECF) training classes are asked to download a copy of the ECF User's Manual and class agenda and bring them when they report to class. Both the User's Manual and agenda may be found on the Court's website at www.cit.uscourts.gov under the Case Management/Electronic Case Files (CM/ECF) heading.

This course has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 2.0 credit hours, which can be applied toward the Law Practice Management requirement.

Leo M. Gordon
Clerk of the Court

December 23, 2004

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<u>Date</u>	<u>Time</u>
Thursday, January 27, 2005	2:00 PM - 4:30 PM
Friday, January 28, 2005	10:00 AM - 12:30 PM
Thursday, February 24, 2005	2:00 PM - 4:30 PM - Class closed
Friday, February 25, 2005	10:00 AM - 12:30 PM - Class closed
Thursday, March 17, 2005	2:00 PM - 4:30 PM - Class closed
Friday, March 18, 2005	10:00 AM - 12:30 PM - Class closed
Thursday, April 21, 2005	2:00 PM - 4:30 PM
Friday, April 22, 2005	10:00 AM - 12:30 PM

Please Note:

Although an attorney's attendance at one of the scheduled ECF training classes **is not mandatory**, it is strongly encouraged. An attorney, who does not attend training but who believes that he/she has achieved proficiency sufficient to allow him/her to begin to E-File as a result of using the online tutorial, practicing in the training database, and/or receiving training from a colleague who has attended a training session, may request that the Clerk's Office activate his/her E-Filing access rights. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.